

CHAPTER 8

TRAVEL EXPENSES AND TRANSPORTATION

Introduction

This chapter provides guidelines for travel reimbursement in accordance with the State Department of Personnel Administration and the State Department of Health Services.

Local agency staff must use the safest and most economical means of travel and lodging possible. Trips must be approved in advance and must be necessary to conduct official WIC business.

Documentation used for travel expense reimbursement claims must be maintained on file at the local agency for audit purposes. Claims for travel expenses must include receipts, itineraries, miles driven and other relevant documentation.

I. DAILY EXPENSES (PER DIEM)

Reimbursement Criteria

A local agency employee on short-term or long-term travel status may be reimbursed for their travel expenses when the travel is to conduct official WIC business, beyond 50 miles one way of their headquarters, and meets the criteria for reimbursement as identified in this chapter.

Maximum Commercial Rates for Each 24-Hours

The maximum commercial rates that are allowed for per diem reimbursement, for **each 24-hour** period of travel, are described below.

Expense	Maximum Allowance
Breakfast	\$6
Lunch	\$10
Dinner	\$18
Lodging	\$84 plus tax
	\$110 plus tax - Los Angeles and San Diego counties
	\$140 plus tax - Alameda, San Francisco, San Mateo, and Santa Clara counties
Incidentals	\$6

Per Diem Allowance Parameters

Less than One Day Travel

If the trip was...	and the employee...	allowable
less than 24-hours and beyond 50 miles radius of headquarters	left at or before 6:00 a.m. and returned at or after 9:00 a.m.	breakfast
Note: lunch and incidentals are not allowable	left at or before 4:00 p.m. and returned at or after 7:00 p.m.	dinner

Short-term travel

If the trip was...	and the employee...	allowable
24-hours or more	stayed overnight	breakfast, lunch, dinner, lodging, and incidentals

Last fractional day of travel more than 24-hours

If the trip was...	and the employee...	allowable
More than 24-hours	ends at or after 8am	breakfast
Note: incidentals are not allowable	ends at or after 2pm	breakfast lunch
	ends at or after 7pm	breakfast lunch dinner

II. BUSINESS EXPENSES

Telephone Calls

Telephone calls, fax charges, and telecommunications charges made to conduct official WIC business are reimbursable. Documentation must include the date, party called, reason for the call, and proof of payment (hotel bill, telephone bill, etc.). If a personal cell phone is used, business calls made and charged to the employee's plan will be reimbursed.

Parking Fees

Parking fees are reimbursable. A receipt is required when the expense for any one continuous parking fee exceeds \$10. Parking at the airport should be limited to "long-term" (least cost) parking when staying overnight. Parking reimbursement is not an allowance it is reimbursable for actual expenses.

Conference Fees

Registration fees for attending conferences are reimbursable. Costs for lodging and meals not provided at the conference are reimbursable.

If the registration fee to attend the conference includes meals or lodging, these expenses may not be also

reimbursed separately as a travel expense. A copy of the conference brochure must be included with the documentation maintained at the local agency.

Lodging

Shared rooms

When local agency employees share lodging expenses, they must each claim one half the room rate charged. Both employees must submit a copy of the receipt and both employees must note the name of the other employee.

Rates

Individual lodging expenses in excess of the maximum county commercial rate requires prior State WIC Branch approval before the proposed travel, unless two employees are sharing a room and the individual expenses are not in excess of the maximum county commercial rates. Local agencies must submit justification to their WIC regional advisor.

Extended Trip for Personal Convenience

If a local agency employee extends a business trip for personal convenience, only the expenses relating to the WIC business may be claimed.

Out-of-State Travel

Out-of-state travel requires written approval by a State WIC Branch Section Chief or designee prior to the proposed travel, unless blanket approval has been granted for the specific event. Requests must be submitted in writing to the State WIC Branch.

Actual lodging expenses will be reimbursed and require a receipt; however, due diligence must be made to secure reasonable and economical lodging rates. Meals and travel expenses will be reimbursed based on the rates defined in this section.

III. TRANSPORTATION

Least Costly Transportation

The least costly and reasonable mode of transportation must be used. When a more costly method of transportation is chosen, justification must be kept on file at the local agency.

If a local agency employee uses a personal vehicle in lieu of air transportation, the maximum amount which the employee shall be reimbursed is either the coach/economy fare or the mileage rate, whichever is less.

Transportation Modes and Charges

Transportation modes and charges generally consist of commercial carriers, taxi, bus, train, subway, private car mileage, parking fees, and bridge and road tolls.

Ground Transportation Charges

Local agency employees who travel to Sacramento for WIC business should use the following options to pay for ground transportation costs while in Sacramento:

1. Cash,
2. Personal or local agency's charge card; or
3. Arrange to have the taxicab or shuttle company bill your local agency directly for the charges.

Note: Do not ask the cab driver to charge fares to the state or the State WIC Branch.

Reimbursement for Driving a Privately Owned Vehicle

A local agency employee may claim vehicle mileage reimbursement of \$0.485 per mile when the employee is authorized to use a privately-owned vehicle on official WIC business.

If an employee is dropped off at a common carrier and no parking charge is incurred, double mileage may be claimed.

The supervisor is responsible for ensuring that the employee driving a privately owned vehicle on official WIC business has a valid California driver's license, evidence of insurance, and will wear a seat belt.

Private vehicle mileage reimbursement includes cost for gasoline, oil, tires, maintenance, license, and depreciation.
